



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION**

**2014
REQUEST FOR PROPOSALS
(RFP)**



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HOMELESS SERVICES DIVISION
2014 REQUEST FOR PROPOSALS

The City of St. Louis, Department of Human Services is issuing a Request For Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) programs:

2014 Continuum of Care (COC) – Permanent Supportive Housing (New Programs only)
2014 - 2015 Emergency Solutions Grant (ESG) – Emergency Shelter (Winter Overflow)
2015 Emergency Solutions Grant (ESG)

CoC: Current CoC sub-recipients are not required to complete an application for 2014 funding. Applicants seeking funding for a new program (Permanent Supportive Housing only) must submit an application.

ESG: Current ESG sub-recipients are required to complete an application for Winter Overflow Shelter funding and 2015 ESG funding.

Beginning Thursday, September 25, 2014, RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<http://www.stlouis-mo.gov/government/departments/human-services/homeless-services/index.cfm>

All questions should be referred to:

Justin Jackson, MPA
Homeless Services Division
1520 Market Street, Suite 4062
St. Louis MO 63103
Voice: 314-657-1704
Fax: 314-612-5939
jacksonju@stlouis-mo.gov

Proposals must be returned to the above address by 4:00 p.m. Friday, October 10, 2014. All applicants must provide six (6) copies of their proposal at the time of submission. Proposals received after the aforementioned date and time will not be accepted. Incomplete proposals will not be considered.

The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.

BACKGROUND

The Department of Human Services funds agencies based on comprehensive and collaborative service delivery systems that enhance the quality of life for citizens of the City of St. Louis. As it exists today, the Department of Human Services responsibilities include funding and programming for the St. Louis Area Agency on Aging, Homeless Services, Office on the Disabled, Youth & Family Services and Veterans Affairs.

The Homeless Services Division facilitates the local St. Louis Continuum of Care (CoC). Our strategy represents maximum participation of community-wide organizations and providers to meet the full spectrum of need of homeless individuals and families as well as to identify gaps and priorities in the provision of services to homeless persons. The CoC identifies, coordinates and evaluates the needs of homeless persons and then provides linkages to emergency shelter and community services. Nearly, 70 agencies participate in developing our Continuum of Care strategy each year which involves a comprehensive, integrated approach to the delivery of services to homeless populations.

The local Continuum of Care strategy designed around 3 basic goals; 1) to help program participants obtain and remain in permanent housing, 2) to help participants increase skills and income thereby allowing participants to secure an income to live as independently as possible and 3) to help the participants achieve greater self-determination. Achieving a greater sense of self-determination enables the participants to gain needed confidence to make the transition out of homelessness.

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

All proposals will be evaluated and funded based on the following:

- The applicant being an active member of the St. Louis City Continuum of Care (attended at least 4 COC meetings, within the previous 12 months)
- The applicants ability to supplement/match the proposal with funding other than Continuum of Care, Emergency Solutions Grants, Supportive Housing Programs, Shelter Plus Care Programs
- Applicant is a non-profit organization in good standing
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless and the quality of the program/services it provides
- The applicant's ability to adequately describe and address those requirements set out in the RFP
- The extent to which the proposed project fills a gap in the community's Continuum of Care and addresses a priority issue
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships
- The degree to which performance measures relate to attainable outcomes
- Organizational experience and experience level of key staff
- The extent to which applicant leverages resources
- Participation by homeless populations in decision-making and project operations
- Whether this is a new project for COC funding or a renewal project for ESG funding
- Past performances of programs and agencies previously funded by the Department of Human Services

City of St. Louis
2014 REQUEST FOR PROPOSALS (RFP)
Application

1. Name of Applicant: _____
2. Name of Program: _____
3. Program Address: _____
4. Phone: _____ Fax: _____ E-mail: _____
5. Contact Person & Title: _____

6. **SELECT ONLY ONE CATEGORY TO APPLY FOR FUNDING.** An agency may request funds from multiple funding sources and from multiple categories; however the agency **MUST** complete a separate application for each category. To select a category, double click on the box, under the default value, select "checked".

Is the request for ☐ new funding or ☐ renewal funding

2014 Continuum of Care (COC):

☐ Permanent Supportive Housing

2014-2015 Emergency Solutions Grant (ESG): Winter Overflow

☐ Emergency Shelter

2015 Emergency Solutions Grant (ESG):

☐ Street Outreach

☐ Emergency Shelter

☐ Rapid Rehousing

☐ Prevention

☐ Data Collection /Homeless Management Information Systems

7. Target Population:

☐ Single Men

☐ Women w/ children

☐ Veterans

☐ Youth

☐ Single Women

☐ Battered Spouse

☐ Physically Disabled

☐ Drug Dependent

☐ Families

☐ Alcohol Dependent

☐ Elderly

☐ Developmentally

☐ Teenage Mothers

☐ Chronically Mentally Ill

☐ Persons with HIV/AIDS

Disabled

☐ Other

8. Housing:

☐ Barracks

☐ Scattered Site
Apartments

☐ Single Room Occupancy

☐ Group/Large
House

☐ Detached House

☐ On-site Apartments

☐ Other

9. Requested amount reflects: _____ % of the program/project budget of \$ _____
Requested amount reflects: _____ % of the total agency's budget of \$ _____
Is this program/project currently in existence? ☐ Yes How many years? _____ ☐ No
Annual amount of funds received from other City Department/Agencies? \$ _____

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

All proposals submitted to the Department of Human Services must include the following items:

<u>Project Proposal</u> not to exceed 6 pages: <ul style="list-style-type: none">• Narrative• Client Population• Organizational Capacity and Experience• Service Plan• Participant Tracking & Reporting	<u>Required attachment, not included in page limit:</u> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Organizational Chart• Current List of the Board of Directors• Federal Form 990• Job Descriptions• Detailed Budget• Letter of support from the Alderman/woman
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Narrative:

The narrative should provide an overview of the proposed project. It should provide sufficient information to understand the scope of the project, the clients to be served and the cost of the proposed activities.

Client Population:

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

Organizational Capacity and Experience:

The applicant should demonstrate a history of assessing the needs of and providing services to low-income individuals who are homeless, formerly homeless or at risk of becoming homeless. The applicant should provide outcome data from similar programs operated by the organization that shows the effects of the services provided. The applicant should verify established working relationships with other organizations in the community to ensure a network of services to meet the described needs of the participants.

Service Plan:

This section should show that the applicant provides a progression of services for each program participant based on individualized assessments. The plan should include services that meet the ability and needs of the participants. It should include case management that matches services and needs, tracks clients' progress and maintains program data for reporting. It should explain how services will be identified, how individual plans will be developed and implemented, how the case management enables that to occur.

Participant Tracking and Reporting:

This section should describe a monitoring system that will enable: a) tracking participants through the progression of services being provided, b) assessing individual progress toward personal goals, c) evaluating the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals and d) reporting data on client characteristics, use of services and expenditures to the funding agency.

Job Descriptions/ Resume:

A job description and a resume are required for positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (executive director, program director, case manager,)

Detailed Budget

The budget should be explained and justified in the proposal. Costs should be reasonable for the services to be provided and the number of persons to be served. The services budgeted should reflect the needs of clients. CoC (Permanent Supportive Housing) budgets should include 3 years. All others are 1 year budgets.

2014 BUDGET

Sample Budget

	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Total	Total
Operating Costs	Request	Match	Request	Match	Request	Match	Request	Match
1. Maintenance/Repair-Maintenance Engineer								
(salary,% time, fringe benefits)	\$13,800						\$13,800	
Quantity: \$40,000/annually x .20 x 1.15 fringe benefits x 2 years = \$18,400								
2. Transportation/Mileage		\$						\$
22,909 miles @ 0.55/mile		12,600						12,600
3. Utilities								
Quantity: electric = \$950/month; gas = \$800/ month; water = \$2750/3 months	\$24,000						\$24,000	
Sub-Total	\$37,800	\$12,600					\$37,800	\$12,600
Program Total	\$50,400		\$0		\$0		\$50,400	

	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Total	Total
Supportive Services Costs	Request	Match	Request	Match	Request	Match	Request	Match
1. Education & Instruction-job training								
Quantity: 20 slots per year	\$40,000		\$40,000		\$40,000		\$120,000	
2. Transportation								
Quantity: 1 Fifteen Passenger Van @ \$37,500								
SS Van Driver .5 FTE @ \$20,000/annual x 3 years = \$60,000	\$46,000		\$16,000		\$16,000		\$78,000	
3. Case Manager								
Salary & Benefits @ \$21,500		\$21,500		\$21,500		\$21,500		\$64,500
Sub-Total	\$86,000	\$21,500	\$56,000	\$21,500	\$56,000	\$21,500	\$198,000	\$64,500
Program Total	\$107,500		\$77,500		\$77,500		\$262,500	

2014 BUDGET

Agency: _____

Prepared By: _____ Date: _____

	Year 1 Request	Year 1 Match	Year 2 Request	Year 2 Match	Year 3 Request	Year 3 Match	Total Request	Total Match
COC:								
Acquisition/Rehabilitation/Construction								
Leasing								
Rental Assistance								
Supportive Services								
Operating Services								
HMIS								
Administrative								
ESG:								
Emergency Shelter								
Rapid Re-Housing								
Homeless Prevention								
Street Outreach								
Data Collection								
Sub-Total								
Program Total	\$0		\$0		\$0		\$0	

This section contains information specifically for COC funding.

COC Continuum of Care

The CoC Program is designed to assist individuals (including unaccompanied youth) and families experiencing homelessness and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability. More broadly, the CoC Program is designed to promote community-wide planning and strategic use of resources to address homelessness; improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and allow each community to tailor its programs to the particular strengths and challenges in assisting homeless individuals and families within that community. 2014 CoC funding is available in the following category for new projects:

Permanent Supportive Housing

The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid re-housing. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Rapid re-housing (RRH) emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. Eligible categories underneath CoC funding include:

Leasing Costs

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

Rental Assistance Costs

Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to 3 months; medium-term for 3 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual

costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

- **TBRA.** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC's geographic area.
- **SBRA.** Program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.
- **PBRA.** Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Supportive Services Costs

Supportive services are eligible costs under the PSH program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of PSH for the full period of their residence.

Recipients and subrecipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are eligible under the PSH program component. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the Department of Human Services.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.

This section contains information specifically for ESG funding

ESG Emergency Solutions Grant

ESG funds are available to provide services as defined with the Emergency Solutions Grant Program, under 24 CFR Part 576 Sub-Part B § 576.100 for the General provision and expenditures limits. ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS. The five program components and the eligible activities that may be funded under each are set forth in § 576.101 through § 576.107.

STREET OUTREACH (576.101), as referenced, includes providing essential services necessary to reach out to unsheltered homeless people; connecting them with emergency shelter, housing, or critical services; and providing urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

EMERGENCY SHELTER (576.102), as referenced, includes any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless, and which does not require occupants to sign leases or occupancy agreements. ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

- 1 The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant;
- 2 The costs of child care for program participants;
- 3 The costs of improving knowledge and basic educational skills;
- 4 The costs of employment assistance and job training programs;
- 5 The costs for the direct outpatient treatment of medical conditions, provided by licensed medical professionals;
- 6 The hourly fees for legal services, as limited to the subject matters of child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants;
- 7 The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness;
- 8 The costs of direct outpatient treatment by licensed professionals of mental health conditions, to the extent that other appropriate mental health services are unavailable or inaccessible within the community;
- 9 The cost of substance abuse treatment services provided by licensed or certified professionals, to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community; and
- 10 The transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities.

HOMELESS PREVENTION (576.103), as referenced, includes activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

- 1 Short-term and/or medium-term rental assistance and utility cost for families that have received eviction or utility termination notices;

- 2 Security deposits or last month's rent to permit a homeless family to move into its own apartment;
- 3 Mediation programs for landlord-tenant disputes;
- 4 Legal services programs for the representation of indigent tenants in eviction proceedings;
- 5 Payments to prevent foreclosure on a home; and
- 6 Other innovative programs and activities designed to prevent the incidence of homelessness.

RAPID RE-HOUSING (576.104), as referenced, includes the provision of housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

DATA COLLECTION/ HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) (576.107), as referenced, includes the information system designated by the Continuum of Care to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

MATCH REQUIREMENTS are required through supplemental funds (cash, volunteer time, in-kind service or donations) from sources other than this Emergency Solutions Grant (ESG) in an amount that equals the amount of ESG funds provided by HUD.